

CSO Solicitation No. 2161

MN - Merritt 7 Railroad Station Engineering Services

THIS SOLICITATION IS BEING EXTENDED TO PREQUALIFIED FIRMS AND IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking responses from pre-qualified firms who can provide Modal Transportation Planning Studies and Facility Design (All Modal Buildings/Vertical Structures). The Department requires one professional engineering firm to provide engineering design services associated with station improvements and parking expansion at the Merritt 7 Railroad Station along the Metro-North Railroad – Danbury Branchline.

The scope of this contract shall include preliminary engineering, preliminary design, final design, and design services during construction, for a new 500 foot long (6 car) high-level platform with canopy and waiting shelter; a new pedestrian bridge with access stairs, ramps and elevators; and a 200 space surface parking lot for commuters. Property acquisition will be required. The scope of work shall also include support during public involvement, as well as coordination with the Department, Metro-North and local officials.

In addition to the tasks listed above, it is anticipated that the following items will also be included in this assignment:

- Perform field inspections of the existing Merritt 7 railroad station.
- Develop preliminary engineering studies, planning and traffic studies
- Provide preliminary design plans for the high-level platform, pedestrian bridge, waiting shelter and parking lot.
- Coordinate with the Department, Metro-North, utility companies and other regulatory agencies.
- Provide support, including schedule development, cost estimating, change control, status reporting and engineering support.
- Provide support to the Department for public involvement, including coordination with local elected officials and support at public meetings.
- Preliminary design submissions.
- Coordinate construction phasing, contractor limitations of operations, requirements for work on railroad property, and railroad force account requirements.
- State Traffic Commission permitting and environmental permitting.
- Provide support services throughout the construction phase for items such as preparing change orders and reviewing shop drawings.
- Prepare contract documents for either Design-Bid-Build or Design-Build project delivery.

Successful applicants to this request will be required to provide contract plans, specifications, supplemental documents, and other design data in Bentley Systems, MicroStation (InRoads) format.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment. Please be advised that the selected firm will not be eligible to offer their consultant inspection services, either as a prime consultant or sub-consultant, for the construction phase of the specific Department projects for which services were provided by that firm in the preparation of the final contract documents.

If your firm desires to be considered for one of these assignments, your submittal should consist of a one-page Letter of Interest and ConnDOT Form CSO 255, with a maximum of five (5) resumes. One of the resumes must be that of the proposed Engineer-in-Charge of the work, as well as assurance that he/she will be available for work when required. **Five (5) copies of the submittal are required and must be postmarked or hand-delivered by 4:00 p.m. on May 8, 2012.**

Included in the submittal must be a brief narrative summarizing your firm's current workload and a description of proposed staff, qualifications, and discipline experience and expertise in:

1. Bridge design and Construction, in particular experience designing pedestrian bridges on Metro-North ROW;
2. Rail Station Design, in particular high level platform design and ADA compliance in rail station design.
3. Parking lot design, Sitework and Surface Drainage;
4. Public Involvement/Outreach;
5. Railroad station planning.
6. Familiarity with Metro-North Regulations and Department Policies, Procedures and Standards.

Please be advised that the selected firm will be required to maintain a suitably furnished office in Connecticut where the work will be accomplished for the duration of the assignment. The location of the office and the staff size of that office should be indicated in your submission.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project, if you provide additional documentation such as corporate brochures, background information, and histories.

You are advised that a small business enterprise (SBE) set-aside requirement applies to this project. The set-aside requirement will be no less than 10% of the agreement value. Within the letter of interest submittal, you must include the designated certified Small Business Enterprise (SBE) subconsultant(s) which you plan to use. The SBE subconsultant(s) must be currently certified by the Department of Administrative Services. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with SBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, the selected firm(s) must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts, as defined in Conn. Gen. Stat. §9-612 (g)(1) having a value in a calendar year of \$50,000 or more, or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions,

and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is enclosed herewith and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on Department Forms CON-32 and DOC-001 prior to the start of the negotiations process. In addition, the selected firm will be required to obtain Railroad Liability Insurance.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work for the firm selected for this assignment. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add additional project(s) of a similar nature for a separate selection, should additional project(s) become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be pre-qualified in the specified categories in the year a shortlist is finalized and/or a selection is made.

All inquiries regarding this request for letters-of-interest shall be directed to the Consultant Selection Office at (860) 594-3017.